

**To:** Thomas, Barbara[thomas.barbara@epa.gov]  
**From:** Williams, Laura  
**Sent:** Wed 10/1/2014 7:52:39 PM  
**Subject:** Fwd: STEVEN E WAY - 09/21/14 - 09/25/14 - GovTrip Routing Notice

Barb, I think that 7 vouchers today makes up for Monday and Tuesday . Thanks for caring so much! lw

Sent from my iPhone

Begin forwarded message:

**From:** <GovTrip.eTravel.System@etsproext01.govtrip.com>  
**Date:** October 1, 2014 at 1:26:43 PM MDT  
**To:** <ATENCIO.KATHIE@EPA.GOV>, <werner.phillip@EPA.GOV>, <nisley.barbara@EPA.GOV>, <KETELLAPPER.VICTOR@EPA.GOV>, <roos.judy@EPA.GOV>, <WILLIAMS.LAURA@EPA.GOV>, <thomas.barbara@EPA.GOV>, <OSTRANDER.DAVID@EPA.GOV>, <MILLER.JOHANNA@EPA.GOV>, <HEFFERNAN.DANIEL@EPA.GOV>  
**Subject:** STEVEN E WAY - 09/21/14 - 09/25/14 - GovTrip Routing Notice

TMINFORM.LTR

10/01/14

This letter was generated to inform you that a GovTrip Voucher named SWSILVERTONCO092214\_V01 for STEVEN E WAY with trip details AMENDED: Travel dates changed; 1 location removed. Upper Animas removal assessment: Gold King Mine and public meetings / Rico removal. Travel via GSA vehicle. and travel dates 09/21/14 - 09/25/14 and authorization number of 0U89EQ was just stamped SIGNED by STEVEN E WAY and is awaiting your attention.

Please log into GovTrip to electronically sign the document.

If this notice is in reference to a travel authorization the airline ticket will not be issued until the document has been stamped "APPROVED" by the funder.

Due to recent changes in the FY13 Government City-Pair Program (CPP), domestic air reservations are subject to cancellation by the airlines if not ticketed at least 48 hours prior to scheduled departure. Please ensure all necessary approvals are processed in accordance with your agency's business rules, but no less than 3 business days prior to departure to ensure ticketing. This 48 hour cancellation rule does not apply to international reservations

unless your trip has domestic connection(s) on more than one (1) airline or these reservations require separate air tickets.

You may access GovTrip @ <http://www.govtrip.com/govtrip/site/index.jsp>